

**Water/Wastewater Commissioners’  
Meeting Minutes  
January 3, 2012**

Present: Michael E. Putnam, Vice-Chairman  
Dale A. White, Member  
David Boucher  
Evelyn Gendron  
Absent: Robert E. Courage, Chairman

**Call to Order:**

Vice-Chairman Putnam called the meeting to order at 6:00 p.m.

**Appointments:**

Mr. Arthur Tibbetts explained that he had experienced high water usage billing for two consecutive billing cycles, that the water meter at his residence was proven by Water Department employees to be functioning properly, that water under his trailer had been detected, and that he had isolated and repaired seven leaks since last year and will replace the ½” soft-thread copper water lines and install new insulation at his mobile home in the spring. He was seeking an adjustment to his most recent water/sewer billing for his one-person home. Commissioner White and Vice-Chairman Putnam reviewed the billing account information provided by Mrs. Hardwick, Billing Clerk, present this evening, and made several inquiries of Mr. Tibbetts and Superintendent Boucher of the circumstances. Following discussion, Commissioner White made the motion to abate \$333.00 on a one-time basis on Mr. Tibbetts’ \$577.68 bill as the water did not enter the municipal sewer system, with the note that Mr. Tibbetts understand that should he experience additional water leaks, that this relief will not be an available option since this abatement is being granted on a one-time basis. The amount of usage to be abated is 10,000 cubic feet. Vice-Chairman Putnam seconded the motion. All voted in favor. Mr. Tibbetts thanked the Commissioners. Commissioner White told Mrs. Hardwick and Superintendent Boucher that the billing account documentation provided was thorough and helpful to reaching the decision.

Mr. Chris Berg, Wright-Pierce was present this evening to discuss many preliminary well cost estimates, facilitate the prioritization of expenses, and help designate which project aspects for the new chemical additive and control building might be performed by in-house staff. Mr. Jim Young, Water Department Foreman, was present this evening for discussions involving electrical, hydrants, gate valves, pitless adaptor, the generator, flood protection, etc. Mr. Berg will check on generator size and verify SCADA control descriptions. Commissioner White said that Chairman Courage’s and Mr. Gary Smith of Wright-Pierce input is very important and that Mr. Berg will be invited back for additional discussion. Vice-Chairman Putnam thanked Mr. Berg for his detailed infrastructure estimates and for anticipating future growth and new technology needs. Mr. Boucher will contact Mr. LaBanche at Stantec to determine the availability of Curtis Well CAD hydraulic modeling data.

## **Decisions:**

Approval of Final Minutes – Commissioner White made the motion to approve the minutes of the meetings held December 20, 2011, December 7, 2011 and November 22, 2011 tabled at the previous meeting. Vice-Chairman Putnam seconded the motion. All voted in favor.

Water Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the December 2011 Bill Commitment 111230 and for the December 2011 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the December 2011 Bill Commitment 110230 and for the December 2011 Final Bills issued.

Meter Replacement Program – Mr. Young and Mrs. Hardwick discussed the outline of tests of greater sized meters, low flows and the meter failure rates. Following discussion, Vice-Chairman Putnam made the motion to table discussion of retesting larger meters until the next meeting, when Water Department Rules and Regulations can be made available and Chairman Courage is present. Commissioner White seconded the motion, all voted in favor. Commissioner White made the motion to authorize Superintendent Boucher and Mrs. Hardwick to purchase 240 additional 5/8" Neptune water meters and Meter Interface Units, as this quantity has been the annual practice to secure the best pricing, and thereby continue the on-going automatic meter replacement program and to authorize the execution of budget funds transfer following the purchase. Vice-Chairman Putnam seconded the motion. All voted in favor.

## **Discussion/Information Items:**

Sewer Rate Hearing – Mr. Boucher will inform Mrs. Dawn Griska, Selectmen's Executive Assistant, to tentatively schedule the Selectmen's Meeting room for January 26, 2012 at 6:00, and will advertise the hearing in the local newspapers.

Septage Receiving Facility Project Update – Superintendent Boucher apprised the commissioners of the most recent activities, which included the color selection and ordering of the block, pouring of concrete for the tank wall. He said all will be enclosed for temperature control.

Curtis Well Field Update – Superintendent Boucher said he had spoken with Denis L. Maher and that the set-up activities to prepare for the cleaning of Curtis Well #1 should occur on the 11<sup>th</sup> or 12<sup>th</sup> of January. The panel locks are on.

Activity Report - Reviewed by Commissioners.

## **Future Appointments/Meetings:**

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, January 17, 2012 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

A motion to adjourn the meeting was made by Vice-Chairman Putnam at 7:40 p.m. Commissioner White seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

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Michael E. Putnam, Vice-Chairman

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Date

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Dale A. White, Commissioner

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Date